



- CITY OF BIGGS -
PLANNING DEPARTMENT STAFF REPORT

465 C Street /
P.O. Box 1134
Biggs, CA 95917

PHONE: (530) 868-5493
FAX: (530) 868-5239

DATE: July 18, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP City Planner
SUBJECT: Department Activity Report – June/July 2011

DEPARTMENT ACTIVITY SUMMARY – June/July 2011

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Monday, June 20th – City Council Meeting
- Thursday, June 23rd – BCAG Planning Directors Meeting
- Tuesday, June 28th – Transition Meeting with Bennett Engineering
- Friday, July 1st – Meeting with Butte AQMD regarding Bio-fuel Energy Project
- Wednesday, July 6th – Staff Meeting
- Monday, July 18th – City Council Meeting

Major Projects Activity Report:

1. *General Plan 2035 Update:*

PMC will be presenting to the City Council three Plan Elements (Safety, Economic Development, and Circulation) at a Council Study Session meeting beginning at 4:30 on Monday, July 18th. In addition to the presentation of three draft Plan Elements, PMC will be engaging the City Council on Land Use Element issues to include density standards and land use intensity standards in furtherance of the completion of the Plan's Land Use Element.

Monthly Department Activity Report:

2. *Applications / Planning Services Activities:*

- Site Plan Review (Sunwest Milling):
 - Sunwest Milling: Friday, July 8th was the date identified for the receipt of early consultation comments on the Sunwest Mill Warehouse Expansion project. As of the close of business on the 8th, only one set of early review comments had been received (from Biggs-Gridley Electric). At this time, Planning staff will be consolidating comments from the City Engineer's office and City Planning Department and will be preparing the project comment letter for delivery to the applicant during the week of July 11th. The approval of the project Site Plan is an administrative matter that will occur following the conclusion of the City's review and

approval actions on the Mill's companion Lot Line Adjustment application (see description below).

- Lot Line Adjustment (Sunwest Milling):
 - Sunwest Milling submitted an application for a Lot Line Adjustment on Thursday, July 7th to facilitate the pending Site Plan Application to expand the Mill's existing warehouse building. The application has been routed for review and comment. Similar to the Site Plan Approval process, approval of a Lot Line Adjustment application is a ministerial action (approved by staff) that does not need approval by the City Council. It is anticipated at this time that the application will be approved in August of 2011 following review and comment by City staff.
 - Correspondence / Information Requests:
 - Foreclosure information (multiple)
 - Code enforcement: Various (see detailed discussion below)
 - HCD/HUD 2011 Annual Performance Report
 - Staff continues to work with the property owners of the property located at 3069 8th Street (Burke-Trent). The City Attorney will be providing the Council with an update on the most recent conversations with the property owners at the meeting on the 18th.
 - Planning Services Activities:
 - Finalized and distributed the 2011 Biggs Area Bicycle Transportation Plan to BCAG for acceptance as part of the Regional Transportation Planning process and to Caltrans thereby finalizing the required actions on the Plan.
 - Finalized and distributed to HCD, the City of Biggs' 2010-2011 General Plan and Housing Element Annual Report
 - Review of BCAG Sustainable Communities Strategy (SCS) Plan Draft Service Contract.
 - Review and acquisition of updated GIS data from BCAG and BCAG GIS contractor.
 - Review and comment on document from the Butte County Housing Authority to the City of Biggs.
3. *Butte County Building Permit Issuance Coordination:*
- One building permit was reported as being issued by the Butte County Building Division in the City of Biggs during the reporting period. The permit was for a new garage/shop building at 3045 4th Street (Mattos).
4. *Biggs Sixth Street Bridge Replacement Project – Phase II Environmental Services:*
- On Wednesday, July, 6th, a Biologist from PMC undertook field work activities at the project site to include work to delineate wetlands, work to prepare a Natural Environment Study and field observation work necessary to prepare a Biological Assessment pursuant to Caltrans requirements. Additionally, the Project Team initiated its efforts to prepare the required archeological and historical reports by preparing information in support of a formal records search with the northeast information center concerning the project.

Code Enforcement Summary Report (provided by the Code Enforcement Officer):

- Nicole spent 5 hours completing inspections during the week of July 4th.
- Erin was out of the office on Thursday, July 7th due to medical issues.
- A total of Ten (10) new enforcement cases resulted from the field inspections.
- Staff directly engaged 3 properties regarding unattended pools in the front yard. Two of the pools have been removed. The third pool owner was notified of the issue on Friday, July 8th and indicated that it will be drained and removed.
- Twelve (12) violation letters in total were mailed this week. The Code Enforcement Officer has started to train Nicole in the process of how the files are produced along with the letters. Staff also trained Nicole in the software that is used for Code Enforcement research and tracking.

In addition to the items noted above, Planning Staff prepared and distributed two (2) Declaration of Nuisance notices for property located at 3105 9th Street for issues related to the operation of a portable generator resulting from the disconnect of power from the dwelling due to unpaid bills and City Hall staff is working with Mr. Brown (Whetstone) to establish a repayment program to cover costs associated with the recently concluded code enforcement case. Staff is continuing to monitor the conditions of the abatement at the property 3169 3rd Street.

Annual Weed Abatement Notification and Citation Process:

Code enforcement staff will be undertaking the second round of noticing for the City's Annual Weed Abatement effort during the weeks of July 11th and 18th. The second notices will be Notices of a Declaration of Nuisance and will establish a ten (10) day abatement period to be followed by the scheduling of a Nuisance hearing before the Mayor and the assessment of a mandatory \$100 minimum fine. Preparation and distribution of the Declaration of Nuisance letter is necessary prior to the City being able to implement fines or unilaterally undertake abatement action.

3169 Third Street (Whetstone / Brown) / 468 F Street (Ramirez/Navarro) – Updates:

3169 Third Street (Whetstone/Brown): A formal hearing was conducted before the Mayor on Thursday, June 23rd. As a result of the hearing, the tenant was determined to be in violation of Section 6.25 of the Biggs Municipal Code and was assessed a \$250 fine as directed by BMC Section 6.25.080 and was required to repay the City expenses totaling \$1250 for costs associated with the pursuit of the case. Following the conclusion of the hearing, the tenant has undertaken steps to address and eliminate the violations and City Hall staff is working with resident to establish a fee payment program to recover the assessed monetary penalites.

468 F Street (Ramirez/Navarro): Staff is working with the owner of the property, Mr. Robert Ramirez, to cause the removal of the remaining vehicle on the property and to address the last remaining violation on the site. Staff has spoken directly with the property owner and has given Mr. Ramirez 10-days (ending on July 5th) to address the remaining issue at the site. Staff will provide to the Council a verbal update on this action at the July 18th meeting.

Attachments:

- None